

City of Gardner Position Description

SENIOR STAFF ENGINEER – PUBLIC WORKS

Position Title: Senior Staff Engineer
Department: Public Works
Reports To: Public Works: City Engineer
Salary Range: 8
FLSA Status: Exempt
Last Update: August 1, 2020

Job Summary:

Under minimal supervision with considerable latitude for the use of initiative and independent judgement, the Senior Staff Engineer is responsible for assigned projects, project management, and tasks, and supervision of the Engineering Technicians and other staff. The Senior Staff Engineer will prepare estimates and budgets, coordinate, schedule, construction project plans and monitor project development. This employee should possess strong project management, design, communication, technical, supervisory and organizational skills.

Job Scope:

The Senior Staff Engineer works in a team environment, within Public Works assists other departments, to produce high-quality infrastructure systems.

The Public Works Senior Staff Engineer will work closely with other staff members on a variety of assigned projects including: plan reviews, right-of-way permitting, pavement management and analysis, street design projects and storm water improvements.

Essential Duties and Responsibilities:

- Participate in recommending goals and objectives; assist in the development of policies and procedures.
- Design engineering plans; oversee the preparation of construction plans, legal plats and miscellaneous projects by technical staff; check and proofread plans, plats and other engineering related materials.
- May assist in preparing the division or special program budgets; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies.
- Assist in directing and organizing engineering activities including survey, design, estimation, drafting, specification, mapping and inspection activities.
- Participate in preparing construction specifications, requests for proposals and quantity and construction estimates for water, electrical, and miscellaneous utility distribution construction projects.
- Prepare, revise, and maintain Infrastructure Specifications and Standard Plans.
- Provides technical support to other City departments, developers, and builders on City infrastructure.
- Assists in preparing presentations to the City Council, Planning Commission, and citizens groups.
- Assists staff in the land development process including: review of site plans, subdivision construction plans, plats, and plot plans.

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- Answer questions and provide information to the public including those regarding the water and electric distribution systems and investigate complaints and implement corrective action as necessary to provide resolution.
- Assist in coordinating Assigned Department engineering activities with those of other department, divisions, and organizations; provide staff assistance; prepare and present staff reports and other necessary correspondence.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of civil engineering.
- Performs construction inspection for public improvements as needed.
- Performs other related duties as deemed necessary or as required.
- Review construction plans prepared by consultants prior to final approval by Director; coordinate construction contracts awarded through the various Departments; determine design changes during construction; prior to final payments by contractors, calculate special assessments for water districts for property owners.

Education, Certification and Experience Requirements:

Bachelor of Science degree in Engineering with a minimum of 10 years increasingly responsible professional Civil Engineering experience, including four years of project management, administrative and supervisory responsibility is required. Requires the possession of a valid driver's license and a good driving record. Must be a Registered Professional Engineer in Kansas or obtain registration within 6 months.

Skills, Knowledge and Abilities:

Thorough knowledge in project management. A thorough knowledge of the materials, testing methods, and practices used in the design and construction of public improvement projects. Knowledge of the City standards for public improvement projects; considerable knowledge of City codes and subdivision regulations. Knowledge of federal, state, and local regulations pertaining to storm water discharge and water quality and an understanding of ecological principles associated with watershed management. Proficiency in the use of a personal computer with skills in AutoCad, GIS, Microsoft Windows and Microsoft Office products and the ability to operate applicable engineering programs. Ability to communicate clearly and concisely, orally and in writing, and maintain effective working relationships with superiors, other employees, city officials, outside agencies, and the general public.

Tools and Equipment Used:

Personal computer including word processing and spreadsheet applications; telephone; copier; facsimile, and vehicle. Proficiency in the use of a personal computer with skills in AutoCAD, GIS, Micro Paver, Microsoft Windows and Microsoft Office products and the ability to operate applicable engineering programs

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires light physical work requiring the ability to walk and/or climb over rough or difficult terrain, ability to work outside in inclement weather conditions, visual acuity to inspect projects, ability to communicate with co-workers and general public, ability to occasionally lift and/or move up to 20 pounds, and the ability to work safely in hazardous situations. Requires mobility to complete errands, flexibility of body, manual dexterity and hand/eye coordination adequate to use equipment as assigned.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the

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duties of this job, the employee normally works both outside and within an office environment. Noise levels range from moderately quiet to very noisy.

Selection Guidelines:

Personal computer including word processing and spreadsheet applications; telephone; copier; facsimile, and vehicle. Proficiency in the use of a personal computer with skills in AutoCAD, GIS, Micro Paver, Microsoft Windows and Microsoft Office products and the ability to operate applicable engineering programs

The City of Gardner is an equal opportunity employer. Any applicant/employee with a disability as defined in the Americans with Disabilities Act may request an accommodation to perform the functions of this position. Requests should be directed to the immediate supervisor.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.